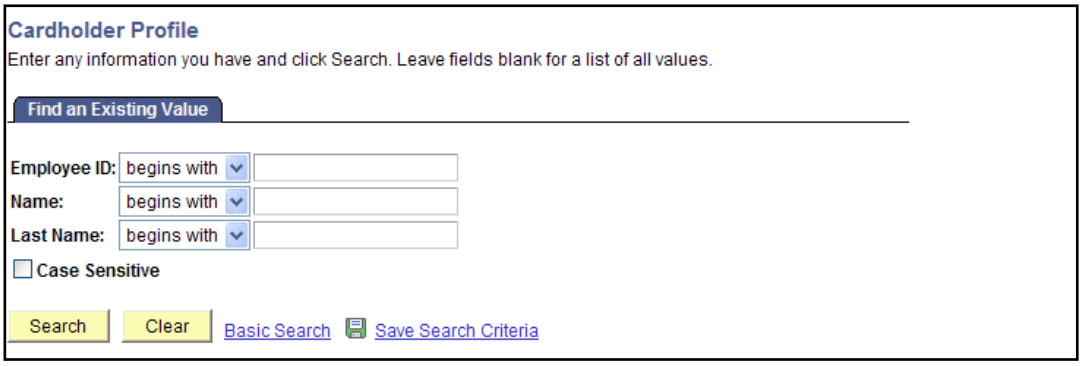
Procurement Cards

Proxy – as a proxy to a cardholder, you are able to reallocate the p-card transactions in PSFT.

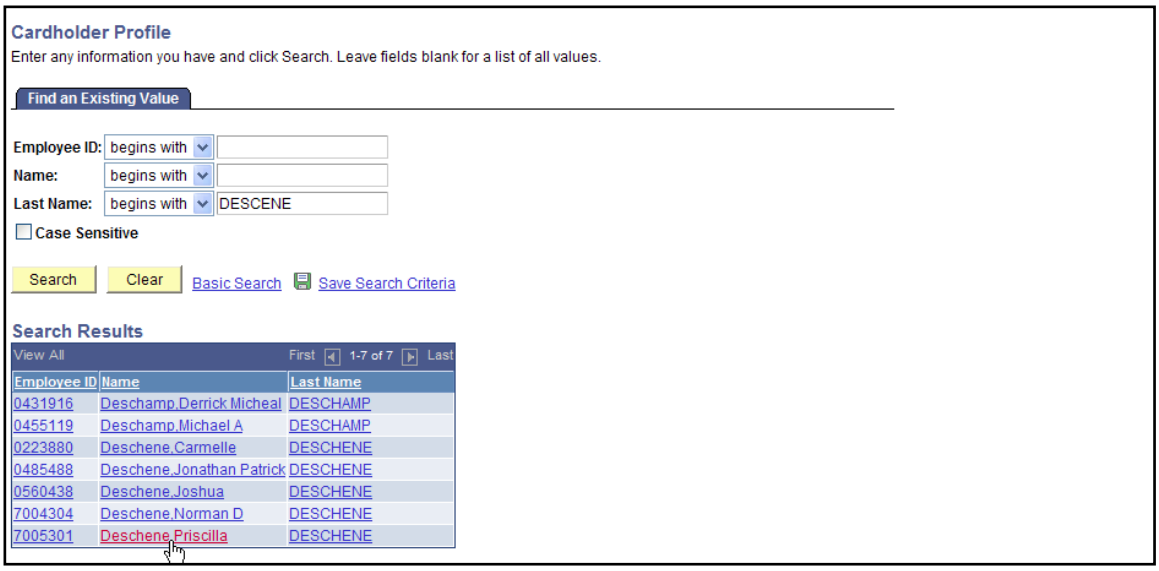
Instructions: Adding yourself as Proxy to a cardholder

Navigation: Purchasing > Procurement Cards > Definitions > Cardholder Profile

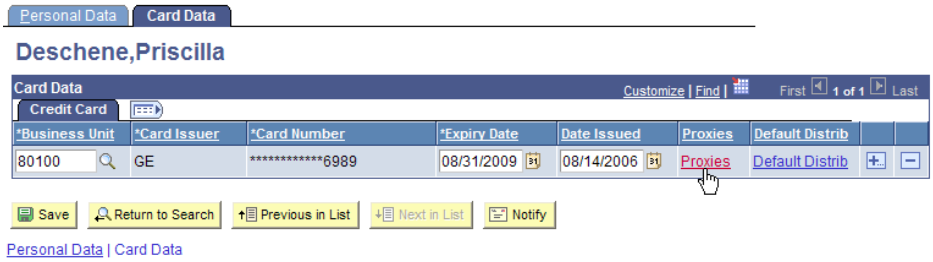
1. Enter the Employee ID or type in Last Name of the Cardholder



2. Click on the Search button. From the list, choose the cardholder you wish to add yourself as proxy.



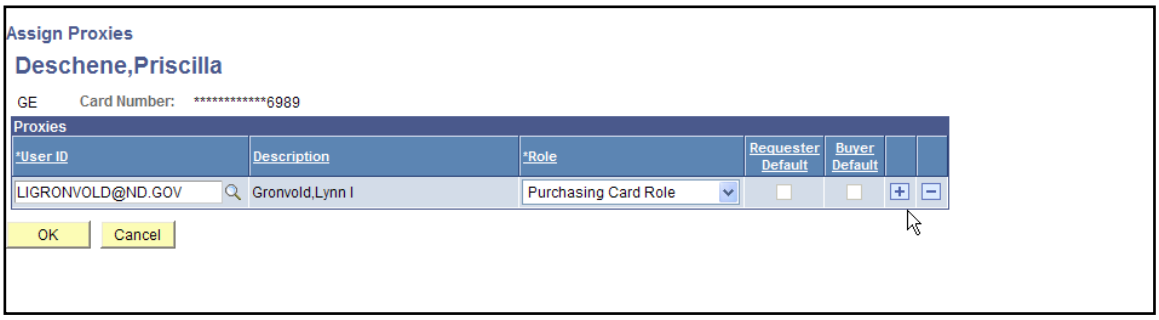
3. Choose the “Card Data” Tab and the “Proxies” hyperlink



NOTE: The Card Data tab provides individual cardholder information. A program has been developed that will automatically update new cardholders from SAM into PSFT. We will run the program once a month right before we bring transactions into PeopleSoft. The Cardmember Number is the cardholders Employee ID plus the last four digits of the cardnumber.

NOTE: The information in the Personal Data tab is brought over from HR and it is for read purposes only.

4. Click on the Proxy Tab. This page defines which users are allowed to access cardholder information such as purchases made as well as being able to reallocate transactions. To add yourself or someone else as a proxy, hit the plus sign and enter *your or their* NDGOV sign on. You can use the lookup glass to search for it. Once you have added the proxy, click “OK” and then “SAVE”.

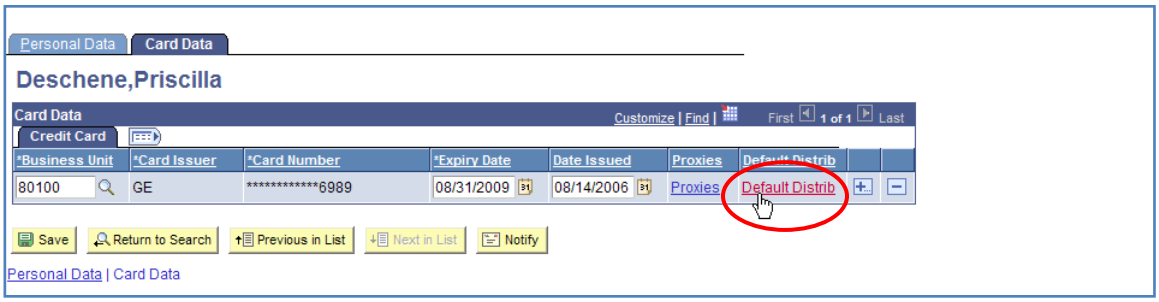


DEFAULT DISTRIBUTION – You can add a default distribution to your cardholders. There is a Multi-Line that lets you choose a SpeedChart or a Single Line that allows you to choose separate chartfields. You may only choose one to be your default.

You need to be in the Cardholder Profile. Navigation: Purchasing > Procurement Cards > Definitions > Cardholder Profile. Choose the Card Data Tab.

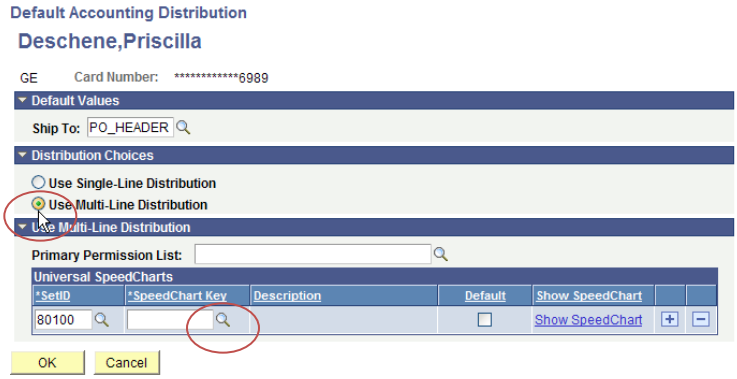
Multi-Line Distribution Default
Instructions: Adding a speedchart as a default to a cardholder.

Click on the Default Distribution Link



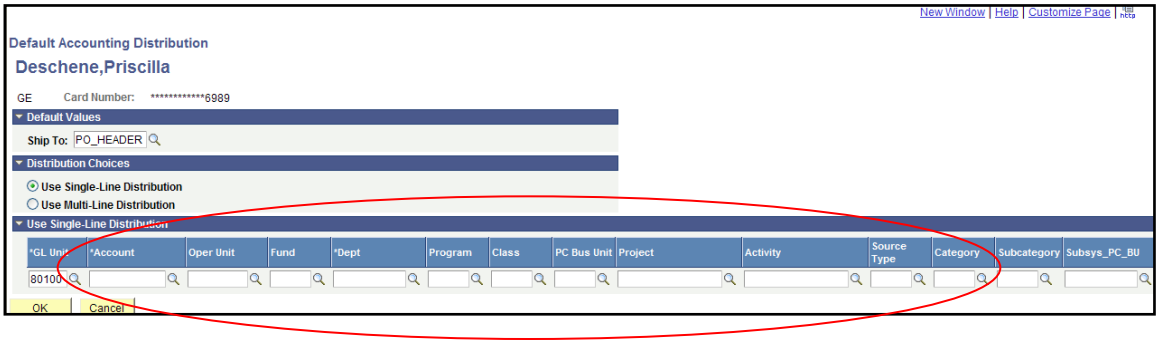
Multi-Line Distribution Default
Instructions: Adding a speedchart as a default to a cardholder.

Click “Use Multi-Line Distribution” and choose a SpeedChart you want as the default for that cardholder. Click “OK” and then “Save”.



Single_Line Distribution Default

Click “Use Single-Line Distribution”

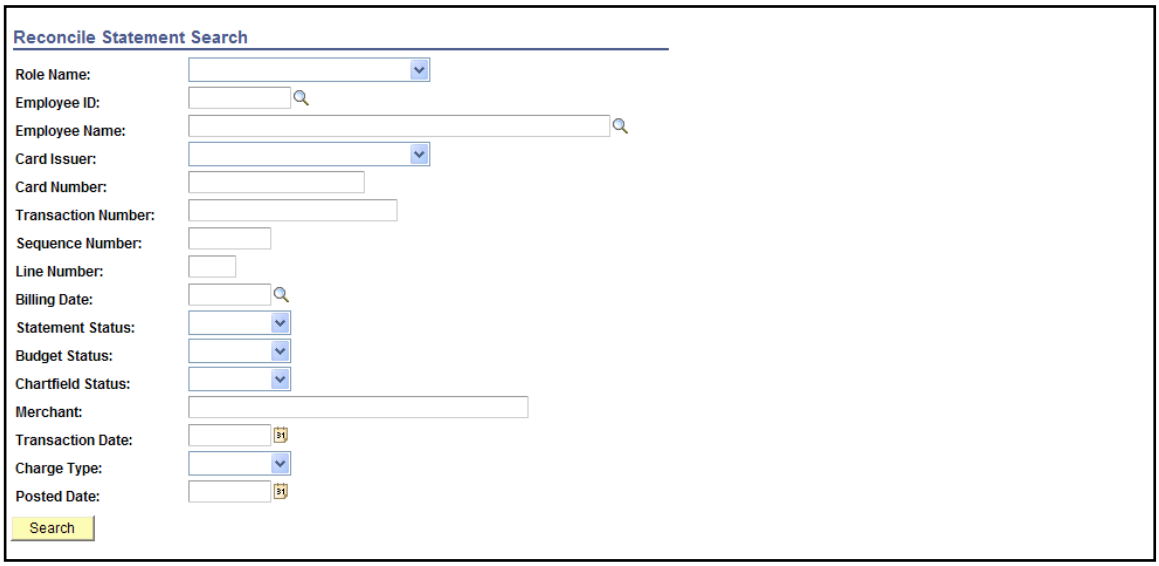


Here is where you would enter the chartfields you want as your default. Click “OK” and then “Save”.

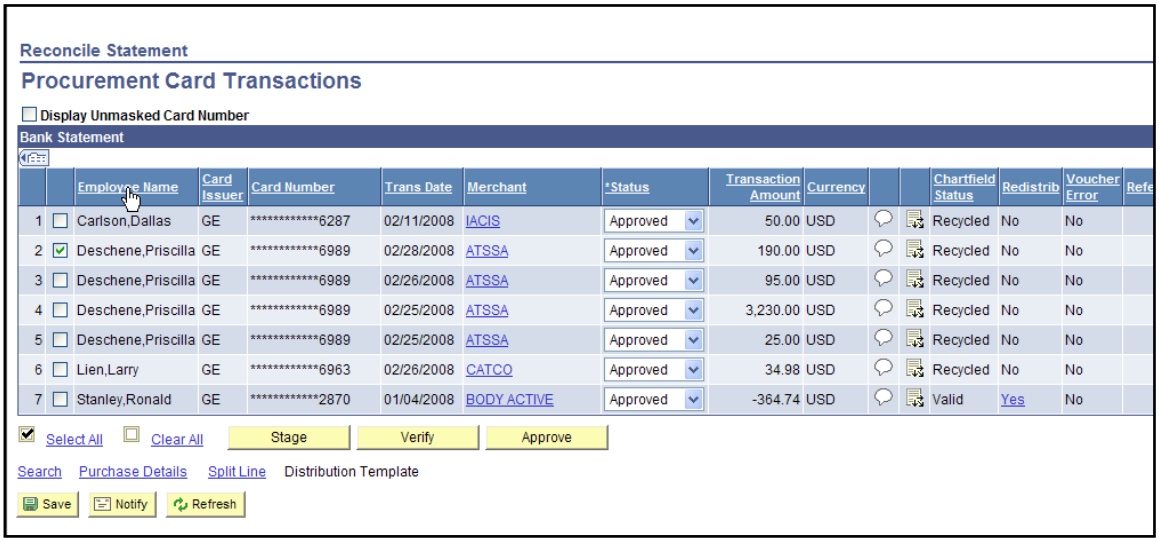
Reconcile Cardholder’s Transactions

Navigation: Purchasing > Procurement Cards > Reconcile > Reconcile Statement

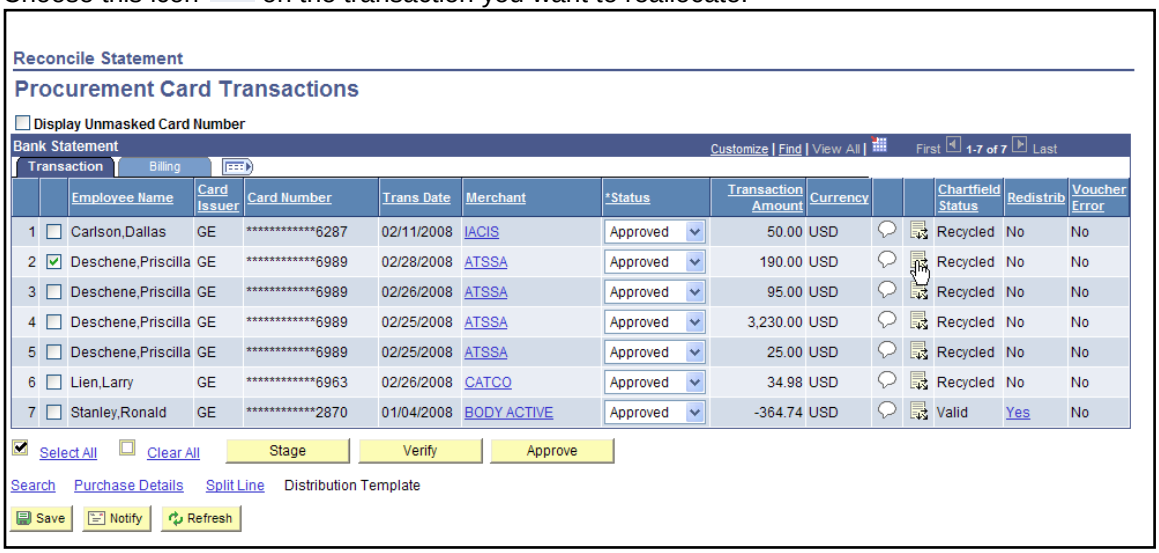
This component allows you to review P-card transactions. When doing a search, the system will only allow you to review transactions of those employees you have proxy rights to.



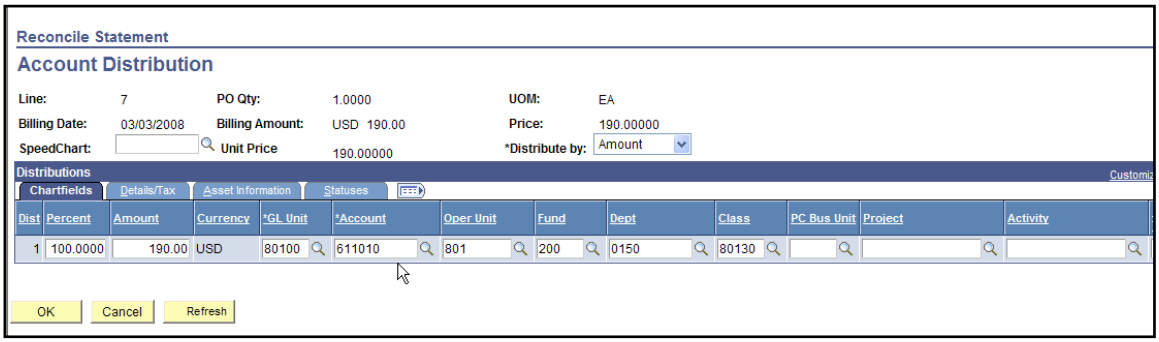
1. If you leave all search fields blank, and click Search, you will see all of your cardholders you are proxy to. You can click on any heading and have them sorted in order. For example, if you want to see all of your cardholder's in alphabetic order, click the heading "Employee Name".



2. Choose this icon on the transaction you want to reallocate.

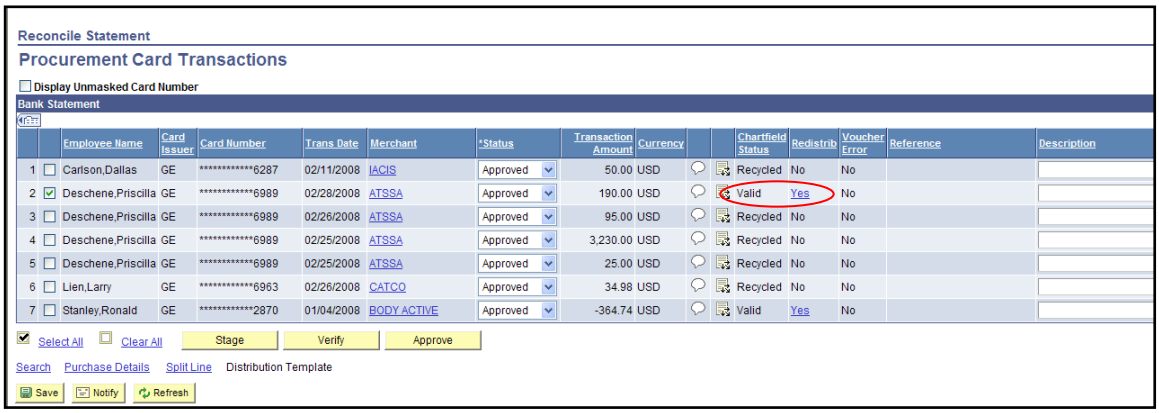


3. The Account Distribution page displays the distributions for this transaction. You can change the distributions singularly for each field, or select a speedchart.



4. Click OK on the Account Distribution Page and then Save on the Procurement Card Transactions page.

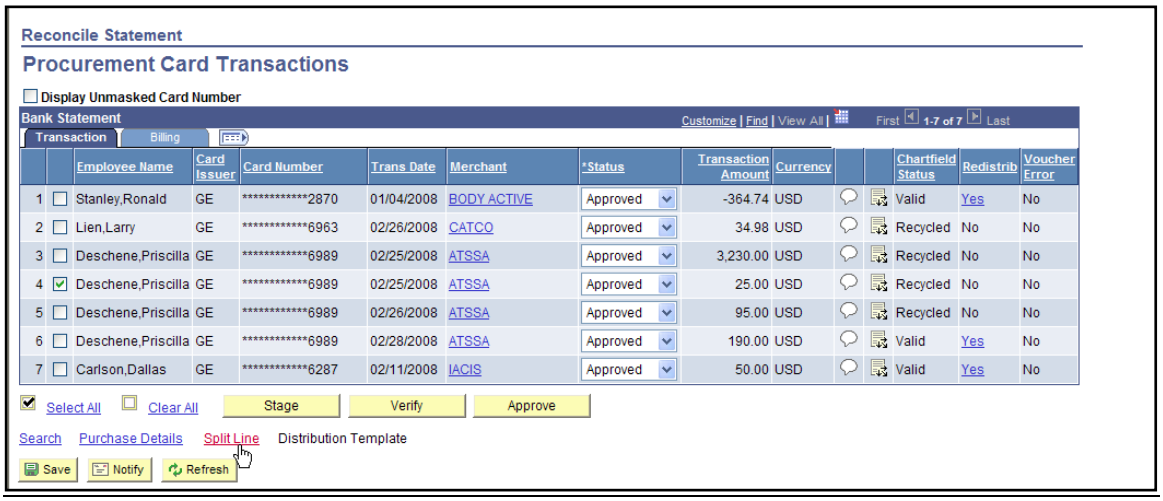
5. Once you have reallocated, you will see that the Chartfield Status column says “Valid” and the Redistrib column says “Yes”.



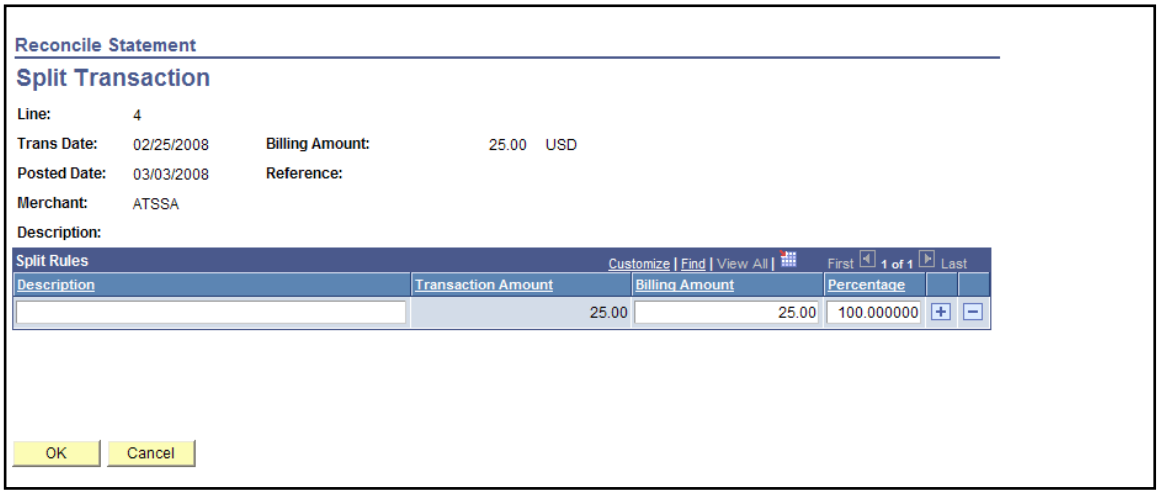
6. If you click on the “Yes”, you will see the date, time and who has modified that transaction.

SPLIT LINES

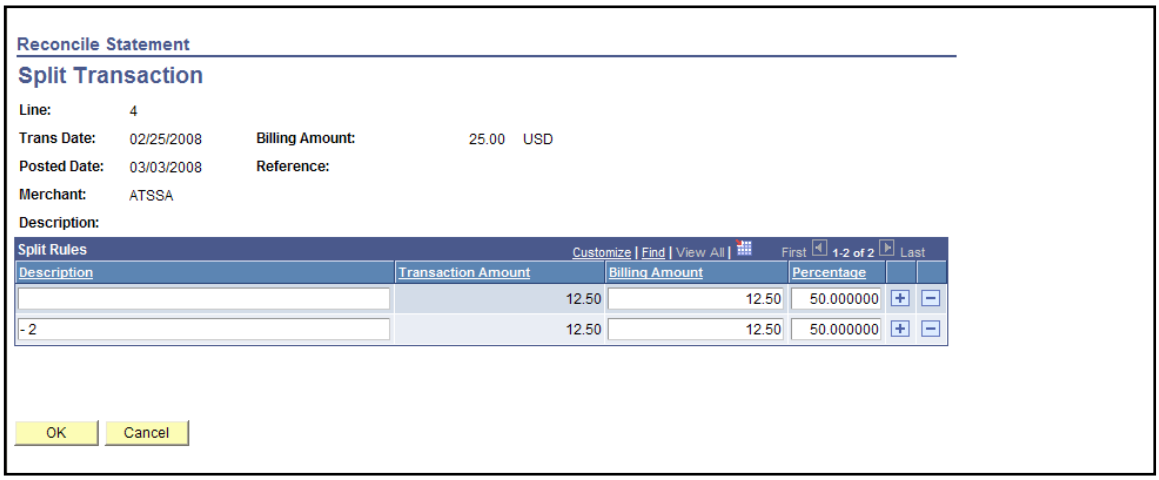
Using the Split Line enables you to use multiple Speed Charts. Once you split the transaction into separate lines, you can go into the link and use a separate speed chart for each transaction line. Click the Split Line.



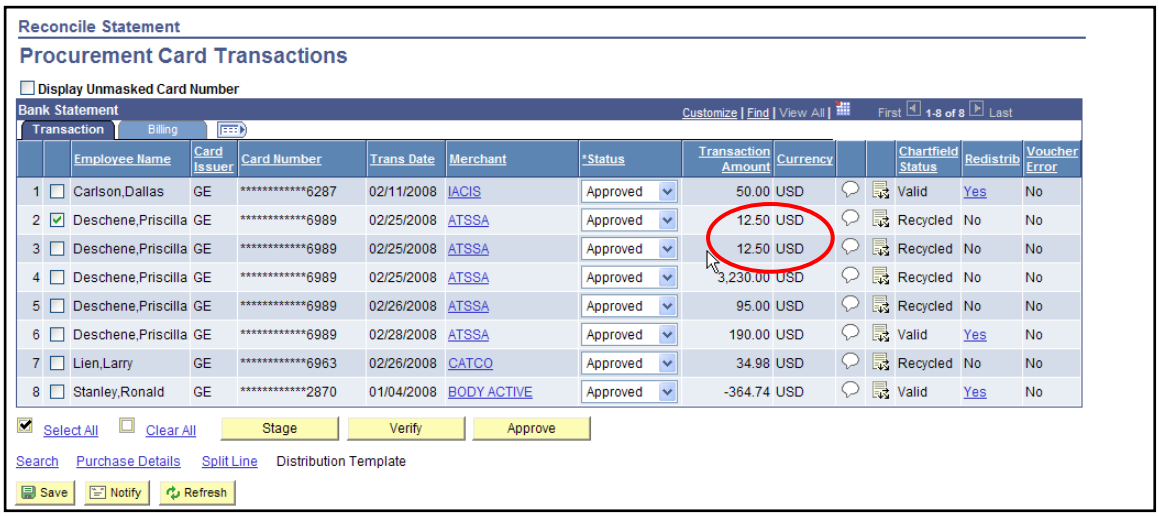
You will come to this screen.



You can split the transaction out by dollar amount or by percentage. Just remember that if you are splitting it out by percentage, it has to equal 100.



Once you have created all your separate splits, click OK.



Now you can go into link for each line and use a separate SpeedChart.

Press Save after all the changes have been entered.